

CYA AGENCY REPRESENTATIVE

6365

(May 2003)

Responsibility

CYA Agency

California Government Code Section 8607 requires state agencies to use the Standardized Emergency Management System (SEMS) when responding to emergencies involving multiple jurisdictions or multiple agencies. The basic framework of SEMS incorporates the use of the Incident Command System (ICS).

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority by the Department to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer or to the Incident Commander in the absence of a Liaison Officer. Information relative to SEMS, ICS, and generic duties and responsibilities of agency representatives are contained in Exhibit 6365, [SEMS ICS and Generic Agency Representative Duty Statement](#), and the Field Operations Guide (ICS 420-1).

An individual assigned to a fire or other emergency as a CYA Agency Representative is a strategic commander, responsible for developing a carefully worked out plan of action involving multiple crews of wards and CYA staff assigned for short and extended periods of time. The CYA Agency Representative represents, and has the authority of the Director of Youth Authority in all matters concerning CYA at the incident.

The CYA Agency Representative must develop a plan in concert with other agencies assigned to the incident and must always be available to maintain control and direct operations. Once an incident begins to build, it is imperative that the CYA Agency Representative delegate supervision of segmented parts of the operation, (i.e. transportation, bed area, showers, feeding, etc.) to other staff (tactical supervisors) in order to concentrate on the role of strategic commander.

The CYA Agency Representative must be identifiable. The CYA Agency Representative is the point of contact for the Incident Management Team, and must be available for contact by agency staff, incident staff, and other involved agencies at all times.

Exhibit 6365 , [SEMS, ICS, and Agency Representative Duty Statement](#), discusses additional responsibilities of the dedicated CYA Agency Representative and suggest an organization that will assist CYA staff in the accomplishment of their mission. Further assistance for this individual is available in Exhibit 6365.1, [CYA Agency Representative Activity Checklist](#), where arrival activities and staff expectations are summarized in checklist form. This form is also used to assist the Technical Specialist–Crews in tracking and identifying fire crew status, activity, and availability.

As the emergency grows in size and complexity, one or more assistants to the CYA Agency Representative may be needed. One indicator that help may be needed is the opening of a spike camp where some of the incident crews will be staying. Other situations may be the existence of a large number of crews, a large contingent of federal crews, or unusual custodial problems. A patented line of communication, such as utilization of cellular telephones, must be maintained between the CYA Agency Representative and his or her assistant(s) at all times. The assistant(s) must understand that their role is to assist and support the CYA Agency Representative. All communications with the incident command team or with outside entities, such as the institution or Department, will be by the CYA Agency Representative, unless an emergency, or specific instructions from the CYA Agency Representative dictate otherwise.

**ORDERING PROCEDURE
CYA AGENCY REPRESENTATIVE**
(May 2003)

6365.1

Responsibility

Incident Commander

A separate, dedicated CYA Agency Representative will be ordered when crews from more than one CYA Camp are on an incident. The Acting CYA Agency Representative (the first Youth Correctional Officer or supervisor) on the incident will contact the Incident Commander (IC) on a CDF incident or the CDF Agency Representative on a federal fire, to place an order for a CYA Agency Representative. The IC will then place the order with the Unified Ordering Point (UOP) or responsible CDF Ranger Unit Emergency Command Center, which will assign an overhead number and place the order for the CYA Agency Representative.

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[\(see Forms or Forms Samples\)](#)